



United States Fish & Wildlife Service

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Memorandum

01/15/2004

From AD - Budg, Planning & Hum Res
Title Implementation of Activity-Based
Costing/Management - January 2004

The Director recently issued a message to all Service employees regarding implementing Activity-Based Costing (ABC) work activity codes in the time and attendance process. ABC coding is applicable to all Service employees and is being implemented pay-period 0403 beginning January 11, 2004.

As many of you are aware, we have been working on the website (<http://planning.fws.gov/abc/Home.html>). We are in the process of updating the website, and these updates should be completed shortly. Based on employee feedback, the website will include several points of reference for all employees regarding the ABC initiative. For example, a PDF version of the final Activity Dictionary, which includes all activity codes and definitions, will be available at <http://planning.fws.gov/abc/dictionary.htm>. From this page you will be able to view all activity codes online by selecting one of the 6 core processes. These pages will be updated to enable printing as well. The website also will include the standardized Employee Time Reporting Worksheet in both electronic and hard copy form. To access this worksheet, go to: <http://planning.fws.gov/abc/codingprocedures.html>. As more information is received, the site will continue to be updated in order to increase communication regarding the ABC implementation.

There will be "live" training available for those who are interested via a "Ready-to-Meet" conference call line and EMeetings through Grant Thornton, our ABC consultants. If you are interested in listening to the training, you simply dial in at the times listed below using the following phone number: 1-800-851-3547 and then use access code: 6529221. If you would also like to review the slide presentation as the presenter go through it, you will need to send an email to Kimberly.Howze@gt.com at least a half hour prior to the beginning of the meeting so that she may send you an invitation to the meeting. There are limited seats available to attend the on-line viewing so these seats will be assigned first come first serve. The training will take about 1/2 hour and the schedule is as follows:

January 15, 2004	2PM EST Review of Hard Copy Instructions
January 15, 2004	3PM EST Review of Electronic Version Instructions
January 20, 2004	1PM EST Review of Hard Copy Instructions
January 20, 2004	2PM EST Review of Electronic Version Instructions

There is also voice recorded training available on the website at <http://planning.fws.gov/abc/training.html>

Thank you again for your assistance in this critical effort. If you have any questions on the development, design, or implementation of ABC/M, please contact Kathy Tynan or Kyle Flanery at 703-358-2088.

*Our mission is, working with others, to conserve, protect and enhance fish, wildlife, and plants
and their habitats for the continuing benefit of the American people.*